

# Selection for State Team Manager

## **SELECTION CRITERIA**

- Be a current financial member of a club affiliated with Pony Club WA.
- Have at least three years Pony Club experience.
- Uphold the Aims and Objectives of the Pony Club movement.
- Have a current Working with Children Card.
- Must be of good general health.
- Be capable of carrying out the duties of a Team Manager in a mature, responsible and reliable manner.
- Be conversant with the rules and requirements of the competition.
- Be aware of the demands and responsibilities of the position and the safety and well-being of team members under their control.
- Be able to act with diplomacy.
- Be able to act as an effective disciplinarian when required.
- Have excellent communication and organisational skills, and excellent interpersonal skills, and have a good rapport with young people.
- Be prepared to set an example to the team with dress, including the wearing of the designated team uniform.
- At all times be prepared to conduct themselves as a goodwill ambassador for WA and the Pony Club Movement and insist on good sportsmanship from all team members at all times.
- Be conversant with relevant Pony Club WA policies including, but not limited to: Member Protection Policy, Access and Equity Policy, Inclusion and Diversity Policy, Gambling and Anti Match Fixing Policy.
- Agree to abide by and sign the Code of Conduct.

## **DUTIES AND RESPONSIBILITIES OF A MANAGER**

### **Prior to departure:**

- Gather and retain all relevant documents and team member information.
- In conjunction with the Team Coach, arrange team meetings before and during the competition.
- Be aware of any team member's special dietary requirements or medical conditions.
- Organise and carry a basic first aid kit to cater for the use of the team while on tour.

### **During the competition week:**

- Attend all official meetings and briefings on behalf of the team. Communicate all required information with all team members.
- Carry all relevant documents and team member information. Maintain a list of contact information for each participant including; phone number, parent phone number, address of accommodation, stable allocation.
- Hold a personal credit card or have ready access to additional funds in the event of an acute emergency with a team member. Receipts are presented to Pony Club WA for reimbursement when the team returns home.
- Attend all functions, parades and organised events, be responsible for and remain with the team.
- Arrange a team member to make the speech to present the team at the formal dinner.

- Act as a team supervisor at all times and have the ability to mix socially with supervisors from the other teams.
- Treat all team members with equal consideration and without favouritism.
- Be an effective disciplinarian as required.
- Jointly with the Team Coach look after the welfare and good conduct of the team. The control and behaviour of the WA Team should at no time be influenced by what is permitted by the supervisors of any other team.
- Be adamant about the need for good sportsmanship, manners, courtesy and appropriate conduct by Team Members at all times.
- Encourage reasonable self-care, nutrition, hydration and sleep habits. More rested and healthy competitor's leads to better performances and more enthusiastic, supportive and harmonious teams.
- Be punctual at all times.
- Do not consume alcohol during the periods where you are responsible for Team Members.

**On return:**

- Supply written report to the relevant State Sport Committee and Pony Club WA Board.

# Application for State Team Manager

By completing this form, you are submitting your application for the position outlined in the document:  
Selection of State Team Managers

Name of Team/Event			
Name of Applicant			
Phone			
Email			
Current Club			
Working With Children No. (or TBC)		WWC Expiry	
<i>I, the undersigned applicant, have read and hereby agree to abide by the Pony Club WA Codes of Conduct</i>			
Name			
Signature			
Date			

Please ensure you have included the following with your application:

☐ Resume of nominee’s experience and involvement with the pony club movement

Successful candidates will be required to provide the following prior to team travel:

☐ Current Working with Children Card

**ENDORSEMENT OF CLUB**

Club President		Club Secretary/Club Coach Coordinator	
Name		Name	
Signature		Signature	

**ENDORSEMENT OF STATE SPORT COMMITTEE**

COMMITTEE CHAIR	
Name	
Signature	
Date of meeting that endorsement was approved	

Email application to Pony Club WA Development Officer: [development@ponyclubwa.asn.au](mailto:development@ponyclubwa.asn.au)

*Office Use Only*

☐ Current Member ☐ WWC

